

***Electronic Premanufacture Notice
(e-PMN):
Registration with CDX for
Submissions of New Chemicals***

Dr. Kathy Schechter
1/21/2010



General

- The conference will be on mute the entire time
- Questions and comments may be sent via the Webinar site
- These slides will be available on the New Chemicals website
- CDX Registration User's Guide and Helpful Hints can be accessed through the New Chemicals website
 - <http://www.epa.gov/oppt/newchems/>



Introduction

- The e-PMN Rule
- Who needs to Register with CDX
- The CDX Registration Process
- After Registration
 - Check your registration status
 - Add additional roles
 - Download the e-PMN software (with encryption)



The e-PMN Rule

- e-PMN Final Rule requires
 - Use of the new e-TSCA/e-PMN software to prepare submissions
 - Phase in of electronic submissions via Central Data Exchange (CDX) over 2 year period
 - » *EPA will accept paper for the first year only*
 - » *EPA will accept CD for the first two years only*
 - » *EPA will accept CDX at any time*
 - » *CDX will become mandatory after the first two years*



Who needs to Register with CDX?

- CDX Registration is only required for persons who will be submitting documents to EPA via CDX
- CDX Registration is not required to obtain and use the e-PMN software
 - The software which does not contain encryption is available directly from the New Chemicals Website



Who needs to Register with CDX?

- Prior registration required for all CDX transactions
- Register online from any computer with access to the internet
 - https://cdx.epa.gov/SSL/cdx/epa_home.asp



Who needs to Register with CDX?

➤ Two types of registrants

- Authorized Officials (can submit all documents)

Authorized Officials are those persons who would normally be listed at the top of PMN page 3 and sign the PMN form

- Support Registrant (can only submit support documents like amendments, test data, correspondence, etc.)

*A Support Registrant is a person designated by an Authorized Official to submit supporting information; **For example, these persons may be technical contacts, consultants or agents***



The Authorized Official

- The Authorized Official is the person listed in
 - Section A. 1a. of the PMN form
 - Part I (top) of the NOC form
 - Section I of the Biotechnology form
 - Section II and/or III of the Support form (Section III may also be a Support Registrant)

- During submission via CDX, the e-PMN tool verifies this information with CDX Registration



The Support Registrant

- The Support Registrant is the person listed in
 - Section III of the Support form (Section III may also be an Authorized Official)
- During submission via CDX, the e-PMN tool verifies this information with CDX Registration

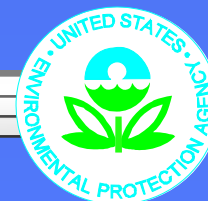


CDX Registration Process

- CDX Registration is a Multi-step process:
 1. Initial Online Registration*- enter user information and print registration forms
 2. Mail Forms to EPA
 3. EPA Approves Registration and Activates Account*
 4. Complete Online Registration* - answer 20-5-1 questions in CDX

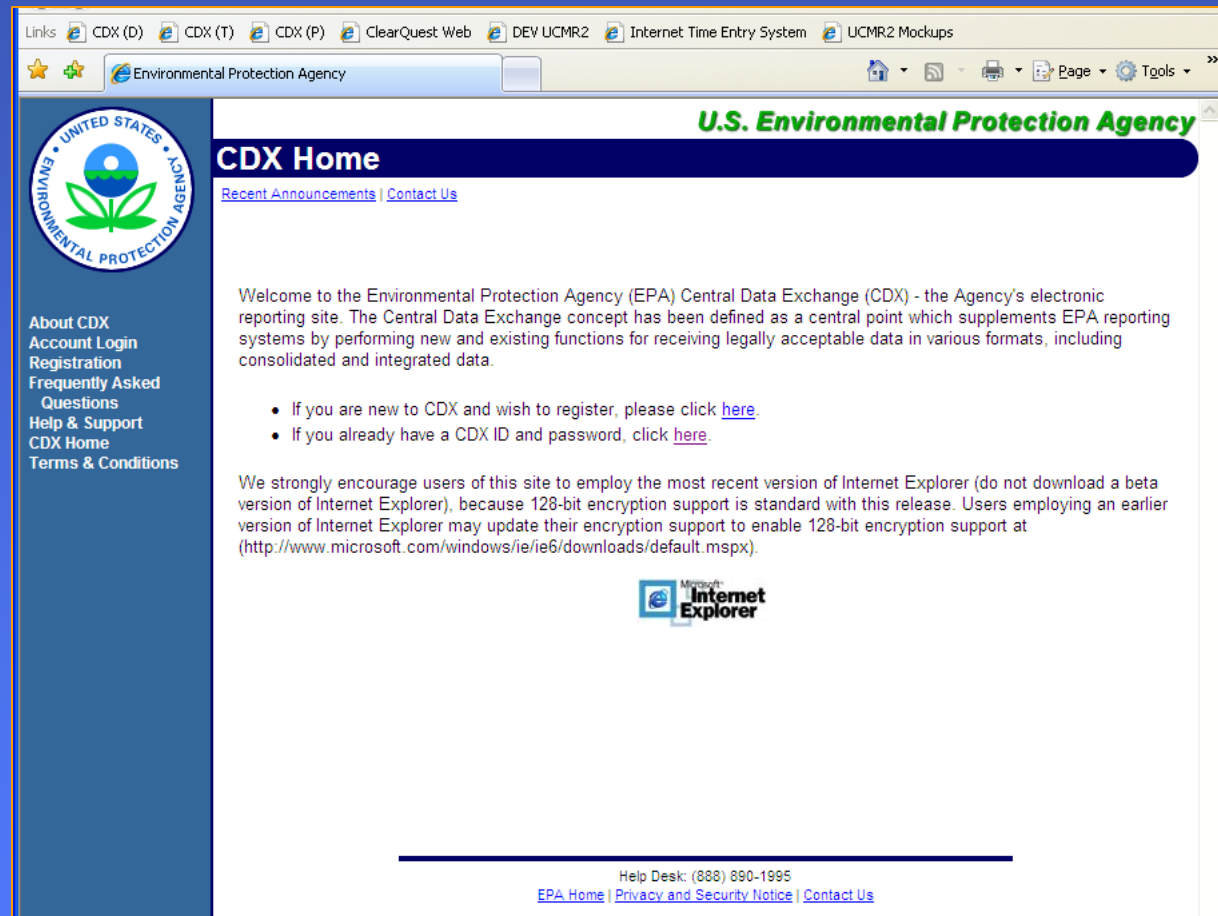
- Successful completion of all 4 registration steps means a person is now ready to submit via CDX

*Acknowledgement of each successful event by e-mail



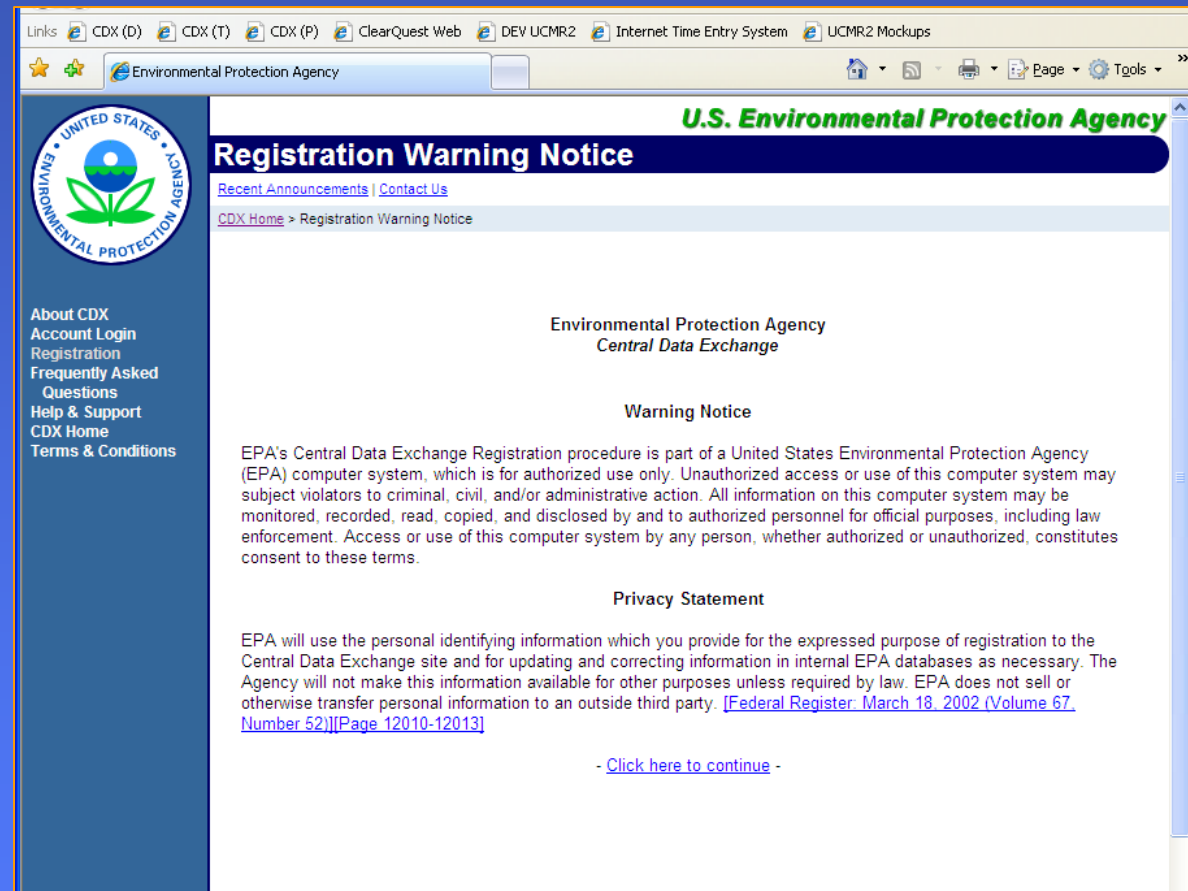
CDX Registration Process

- Select to create a new CDX account
- Select to log into an existing account



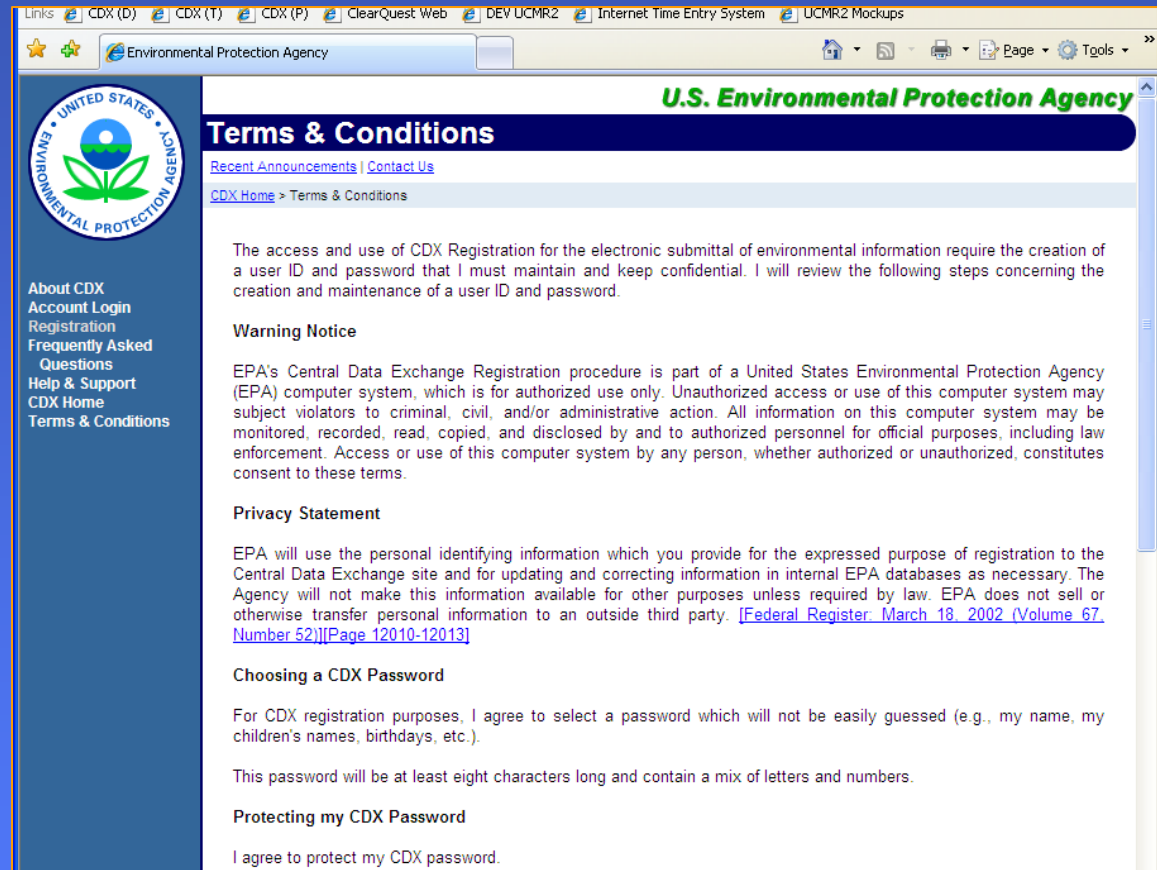
CDX Registration Process

- CDX Warning Notice and Privacy Statement



CDX Registration Process

➤ CDX Registration Terms and Conditions



CDX Registration Process

- Enter your Name, User Name (Login ID), Password, and Secret question/answer
- The First and Last Name **must agree** with that listed in the submission

The screenshot shows the 'Registration' page of the U.S. Environmental Protection Agency's CDX system. The page has a blue header with the EPA logo and the text 'U.S. Environmental Protection Agency'. Below the header, there's a navigation bar with links like 'Recent Announcements' and 'Contact Us'. The main content area is titled 'CDX Registration: User Information' and contains a registration form. The form includes fields for 'First Name' (with a dropdown menu set to 'Mr.' and a text box containing 'TSCA'), 'Last Name' (text box containing 'Demo'), and 'Suffix' (dropdown menu). Below these fields, there's a paragraph of instructions: 'Please choose a user name and password--the password must be at least 8 characters long and contain at least one number. Both passwords and user names are restricted to alpha-numeric characters and may not begin with a number or contain spaces or symbols, e.g. \$ # . " or @. Your user name should not be a part of your password. If you enter a user name which is in use, you will be asked to select a new user name.' The form also has fields for 'User Name' (text box containing 'tscademo'), 'Password' (text box with masked characters), and 'Re-enter Password' (text box with masked characters). At the bottom, there's a note: 'The Help Desk will use the Secret Question and Answer to authenticate you if you forget your password. Please enter a secret question which has relevance to you and has an answer which is not easily guessed by others.'



CDX Registration Process

- Enter your Organization information
- The company name **must agree** with that listed in the submission

Links: CDX (D) CDX (T) CDX (P) ClearQuest Web DEV UCMR2 Internet Time Entry System UCMR2 Mockups

Environmental Protection Agency

U.S. Environmental Protection Agency

Registration

[Recent Announcements](#) | [Contact Us](#)

Logged in as, TSCDEMO.

[MyCDX](#) > Registration

CDX Registration: Organization Information

Use the TAB key to move from field to field. * = REQUIRED FIELD

Organization Name: CSC *

Registrant's Work Mailing Address 1: 8400 Corporate Dr. *

Registrant's Work Mailing Address 2: *

City: New Carrollton *

State/Province: Maryland *

Zip/Postal Code: 20785 *

Country: UNITED STATES *

E-mail: tscdemo@csc.com *

Phone Number: 555-555-1212 * Ext. *

U.S., Canada & Caribbean Islands Phone Format:
###-###-####

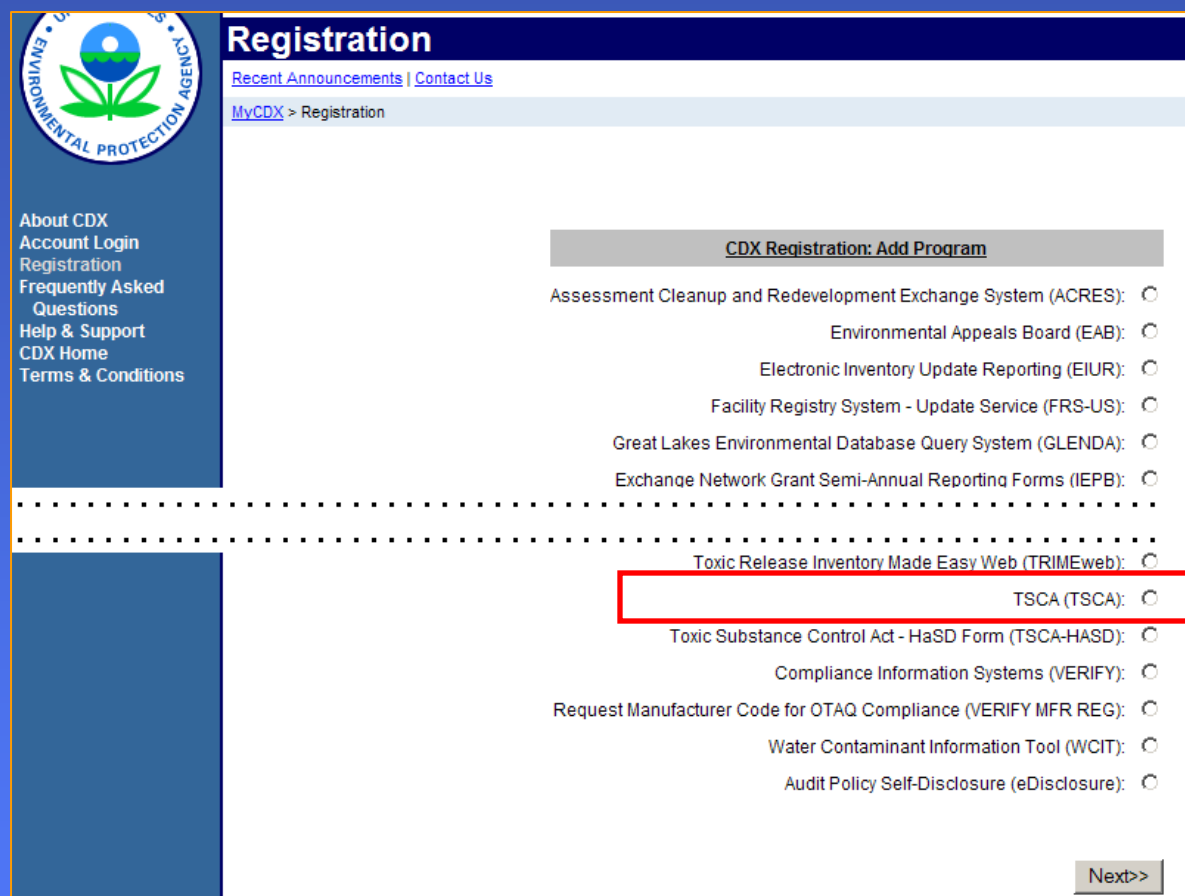
International Phone Format:
011 + Country Code + City Code¹ + Local Number

¹As necessary.



CDX Registration Process

- Select TSCA (TSCA) near the bottom of the program list



The screenshot displays the 'Registration' page of the CDX system. On the left is a sidebar with the EPA logo and a list of links: 'About CDX', 'Account Login', 'Registration', 'Frequently Asked Questions', 'Help & Support', 'CDX Home', and 'Terms & Conditions'. The main content area is titled 'Registration' and includes links for 'Recent Announcements' and 'Contact Us'. Below these is a breadcrumb trail 'MyCDX > Registration'. The central part of the page is a list of programs under the heading 'CDX Registration: Add Program'. The programs listed are: 'Assessment Cleanup and Redevelopment Exchange System (ACRES)', 'Environmental Appeals Board (EAB)', 'Electronic Inventory Update Reporting (EIUR)', 'Facility Registry System - Update Service (FRS-US)', 'Great Lakes Environmental Database Query System (GLENDA)', 'Exchange Network Grant Semi-Annual Reporting Forms (IEPB)', 'Toxic Release Inventory Made Easy Web (TRIMEweb)', 'TSCA (TSCA)', 'Toxic Substance Control Act - HaSD Form (TSCA-HASD)', 'Compliance Information Systems (VERIFY)', 'Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG)', 'Water Contaminant Information Tool (WCIT)', and 'Audit Policy Self-Disclosure (eDisclosure)'. The 'TSCA (TSCA)' option is highlighted with a red rectangular box. At the bottom right of the list is a 'Next>>' button.

Registration

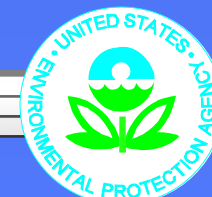
[Recent Announcements](#) | [Contact Us](#)

[MyCDX](#) > Registration

CDX Registration: Add Program

- Assessment Cleanup and Redevelopment Exchange System (ACRES): ☐
- Environmental Appeals Board (EAB): ☐
- Electronic Inventory Update Reporting (EIUR): ☐
- Facility Registry System - Update Service (FRS-US): ☐
- Great Lakes Environmental Database Query System (GLENDA): ☐
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB): ☐
- Toxic Release Inventory Made Easy Web (TRIMEweb): ☐
- TSCA (TSCA): ☐**
- Toxic Substance Control Act - HaSD Form (TSCA-HASD): ☐
- Compliance Information Systems (VERIFY): ☐
- Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG): ☐
- Water Contaminant Information Tool (WCIT): ☐
- Audit Policy Self-Disclosure (eDisclosure): ☐

Next>>



CDX Registration Process

- Select Authorized Official or Support Registrant
- Enter N/A as the ID



The screenshot shows the "Registration" page of the U.S. Environmental Protection Agency's CDX system. The page has a blue header with the EPA logo and navigation links. The main content area is titled "Registration" and includes a sub-header "CDX Registration: Add Program ID". Below this, there is a form with the following fields:

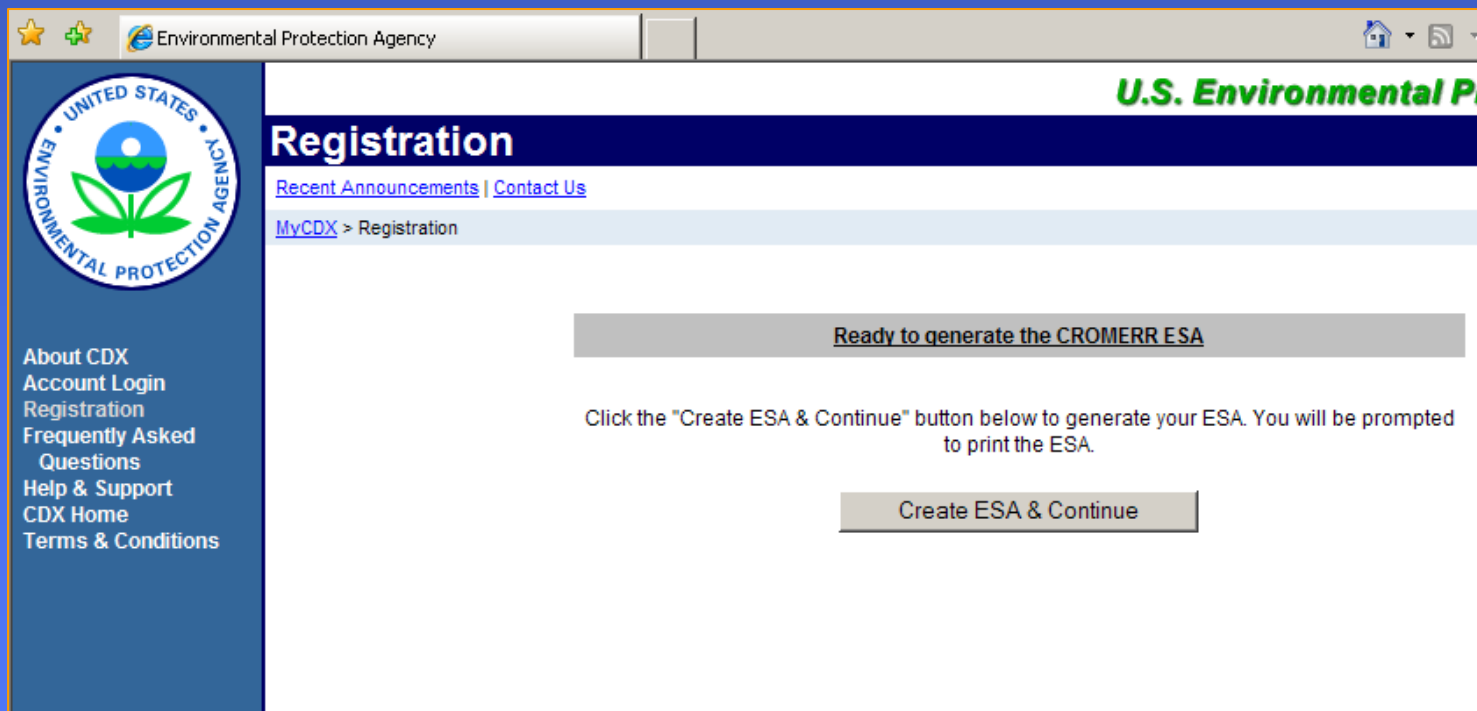
- Role: A SUBMITTER (dropdown menu)
- Program ID Type: Authorized Official (dropdown menu)
- ID: N/A (text field, marked as required with a red asterisk)
- Support Registrant: (checkbox)
- FORM (dropdown menu)

A "FINISHED" button is located below the form. At the bottom of the page, a red message states: "You are in an encrypted secure session."



CDX Registration Process

- If you selected Authorized Official, the “Create ESA” screen immediately appears



CDX Registration Process

- Print, sign, and notarize the ESA form
- Send the form to EPA (along with the Verification form)

Environmental Protection Agency

U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as an employee of:

Electronic Signature Holder Company Information

Company Name:	Orchard 11
Address:	123 Apple Lane
City, State, Zip:	MacIntosh, WI 56889
Province:	
Country:	US
Phone Number:	2025648589
E-mail Address:	schechter.kathryn@epa.gov
Registrant's Name:	Mr. George Green
CDX User Name:	GEORGEGREEN

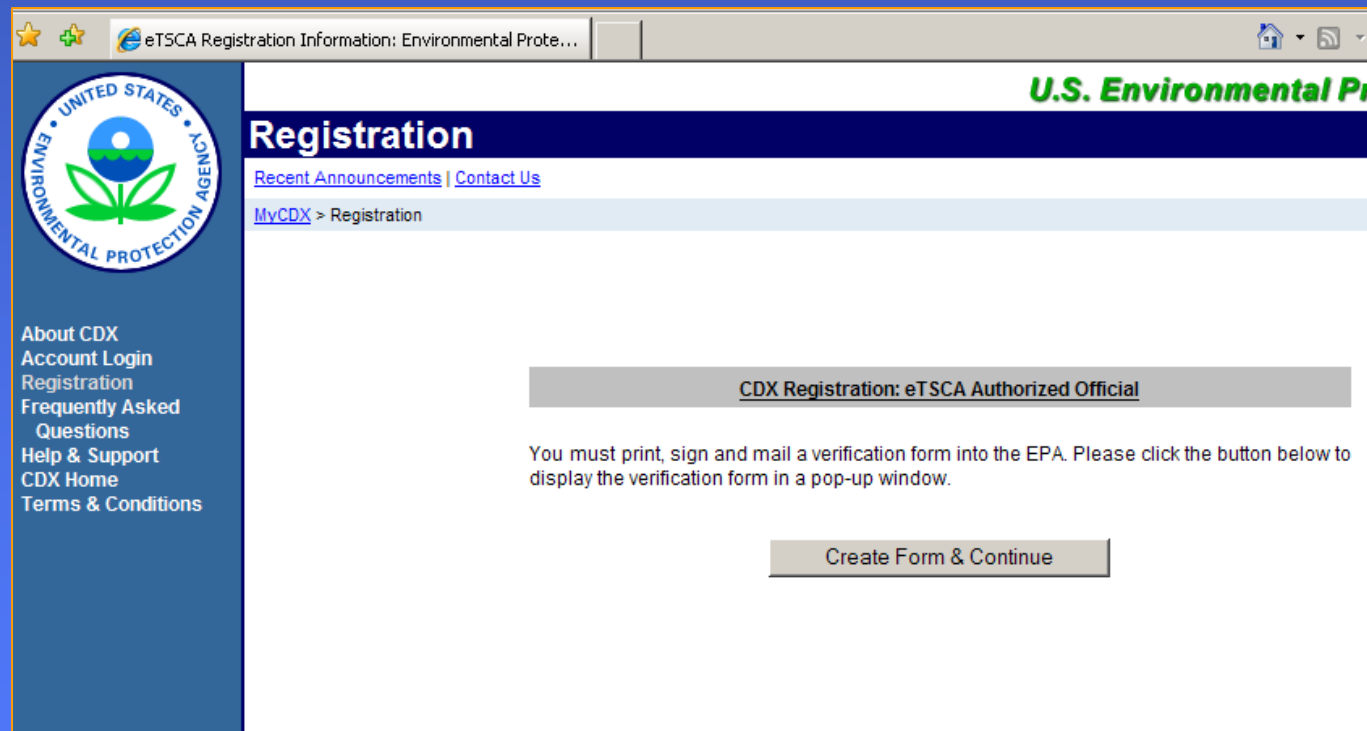
I, _____,
(Name of Electronic Signature Holder)

(1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.



CDX Registration Process

- Select to create the Verification form for the Authorized Official



The screenshot shows a web browser window with the address bar displaying "eTSCA Registration Information: Environmental Prote...". The page features the U.S. Environmental Protection Agency logo in the top left corner. The main heading is "Registration", with links for "Recent Announcements" and "Contact Us". Below this, a breadcrumb trail reads "MyCDX > Registration". The central content area contains a section titled "CDX Registration: eTSCA Authorized Official" with the instruction: "You must print, sign and mail a verification form into the EPA. Please click the button below to display the verification form in a pop-up window." A button labeled "Create Form & Continue" is positioned at the bottom of this section. A left-hand navigation menu includes links for "About CDX", "Account Login", "Registration", "Frequently Asked Questions", "Help & Support", "CDX Home", and "Terms & Conditions".



CDX Registration Process

- Print and sign the Verification form (the form for the Authorized Official is shown here)
- Send the form to EPA (address on the bottom of the form)

eTSCA Verification Form

VERIFICATION OF COMPANY AUTHORIZING OFFICIAL

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of the anticipated facts regarding the chemical substance(s) described therein. Any knowing and willful misrepresentation is subject to criminal penalty pursuant to 18USC 1001.

Authorized Official Signature

I am BOTH the company authorizing official and the electronic signature holder in U.S. EPA's CDX, and verify that I am authorized to submit any document on the company's behalf.

CDX User ID:	GEORGE GREEN
Name of Authorized Official:	Mr. George Green
Company Name:	Orchard 11
Address:	123 Apple Lane
City, State, Zip:	MacIntosh, WI 56889
Province: (for non-domestic Letter of Support officials)	
Country: (for non-domestic Letter of Support officials)	
Signature	Date

PLEASE SEND THIS DOCUMENT AS SOON AS POSSIBLE TO:

By U.S. Postal Service: By Hand Delivery or Courier:



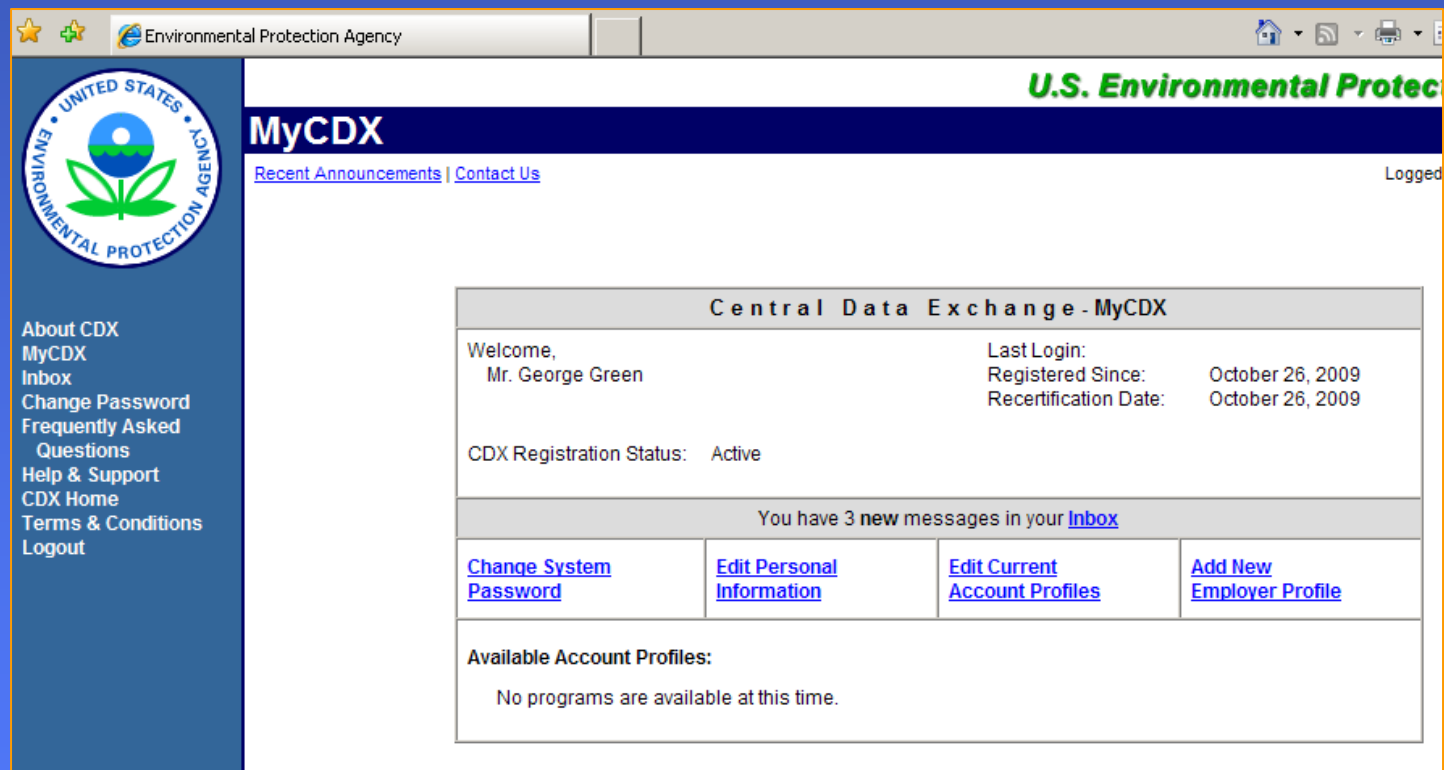
CDX Registration Process

- You have now completed the online portion of the CDX registration process



CDX Registration Process

- The MyCDX screen of a new account



The screenshot shows a web browser window with the title bar 'Environmental Protection Agency'. The page header includes the EPA logo on the left and 'U.S. Environmental Protection Agency' on the right. The main heading is 'MyCDX' with links for 'Recent Announcements' and 'Contact Us'. A sidebar on the left lists navigation options: 'About CDX', 'MyCDX', 'Inbox', 'Change Password', 'Frequently Asked Questions', 'Help & Support', 'CDX Home', 'Terms & Conditions', and 'Logout'. The main content area is titled 'Central Data Exchange - MyCDX' and displays a welcome message for 'Mr. George Green'. It shows login details: 'Last Login:' (blank), 'Registered Since: October 26, 2009', and 'Recertification Date: October 26, 2009'. The 'CDX Registration Status' is 'Active'. A message states 'You have 3 new messages in your [Inbox](#)'. Below this are four buttons: 'Change System Password', 'Edit Personal Information', 'Edit Current Account Profiles', and 'Add New Employer Profile'. At the bottom, it says 'Available Account Profiles: No programs are available at this time.'

Environmental Protection Agency

U.S. Environmental Protection Agency

MyCDX

[Recent Announcements](#) | [Contact Us](#)

Logged

Central Data Exchange - MyCDX

Welcome,
Mr. George Green

Last Login:
Registered Since: October 26, 2009
Recertification Date: October 26, 2009

CDX Registration Status: Active

You have 3 new messages in your [Inbox](#)


[Change System Password](#) [Edit Personal Information](#) [Edit Current Account Profiles](#) [Add New Employer Profile](#)

Available Account Profiles:
No programs are available at this time.



CDX Registration Process

- General e-mail to say that you have successfully created a CDX account

**Welcome to EPA Central Data Exchange**
CDX Registration to: Kathryn Schechter 10/26/2009 03:21 PM
[Show Details](#)

*** This is an automated response ***
*** Please DO NOT REPLY to this email. ***
*** Replies will not be answered ***

You have successfully registered with the EPA Central Data Exchange.

If you need assistance, please read the CDX FAQ page, or contact the Help Desk at (888) 890-1995.

Please note that it is EPA security policy that you change your CDX password on a regular basis. As a result, CDX will prompt you to change your CDX password every 90 days.

You can change your password by logging into CDX, and selecting the 'Change System Password' link from your MyCDX page.

CDX Homepage: <http://CDX.EPA.GOV>

United States Environmental Protection Agency
Central Data Exchange
A New Paradigm for Environmental Reporting.



CDX Registration Process

- E-mail to say that you have successfully created an account for the Authorized Official role



CDX Registration Status Change
CDX: Registration to: Kathryn Schechter

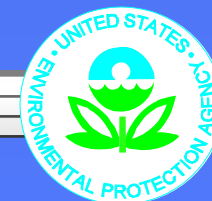
10/26/2009 03:18 PM

[Show Details](#)

You have successfully created an authorized official account with EPA Central Data Exchange (CDX). You will be notified by e-mail when the account has been activated. After activation, you must log into your CDX account and complete the registration process.

If you have questions concerning this change in registration status, you may contact us by email at EPACDX@CSC.COM or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between 8:00 am to 6:00 pm (EST) Monday through Friday.

CDX Registration Home Page
http://cdx.epa.gov/epa_home.asp



CDX Registration Process

- E-mail to say that you have successfully created an account for the Support Registrant role



CDX Registration Status Change
CDX: Registration to: Kathryn Schechter

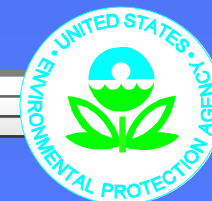
10/29/2009 11:55 AM

[Show Details](#)

You have successfully created a support registrant account with EPA Central Data Exchange (CDX). You will be notified by e-mail when the account has been activated. After activation, you must log into your CDX account and complete the registration process.

If you have questions concerning this change in registration status, you may contact us by email at devlannotice@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between 8:00 am to 6:00 pm (EST) Monday through Friday.

CDX Registration Home Page
http://epacdxtest.csc.com/epa_home.asp



CDX Registration Process

- At this point you have only created an online account and signed up for a role
- You must then submit the proper signed forms to EPA (Verification form and/or ESA)
- Once your account is validated/activated, you must then log back into CDX to complete the registration process



CDX Registration Process

- E-Mail received after EPA approval of an Authorized Official's account

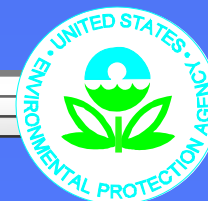
Subject: CDX Registration Status Change
From: CDX Registration
To: Kathryn Schechter
Date: 12/02/2009 02:35 PM

Your registration change was approved by ETSCARMAM9

Your Central Data Exchange (CDX) account for eTSCA as an authorized official has been activated by EPA. Please log into CDX to complete the registration process. You must answer the security questions to complete the registration process before you will be able to submit documents to EPA using CDX.

If you have questions concerning this change in registration status, you may contact us by email at EPACDX@CSC.COM or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between 8:00 am to 6:00 pm (EST) Monday through Friday.

CDX Registration Home Page
http://cdx.epa.gov/epa_home.asp



CDX Registration Process

- Select and answer 5 security questions

[About CDX](#)
[MyCDX](#)
[Inbox](#)
[Change Password](#)
[Frequently Asked Questions](#)
[Help & Support](#)
[CDX Home](#)
[Terms & Conditions](#)
[Logout](#)

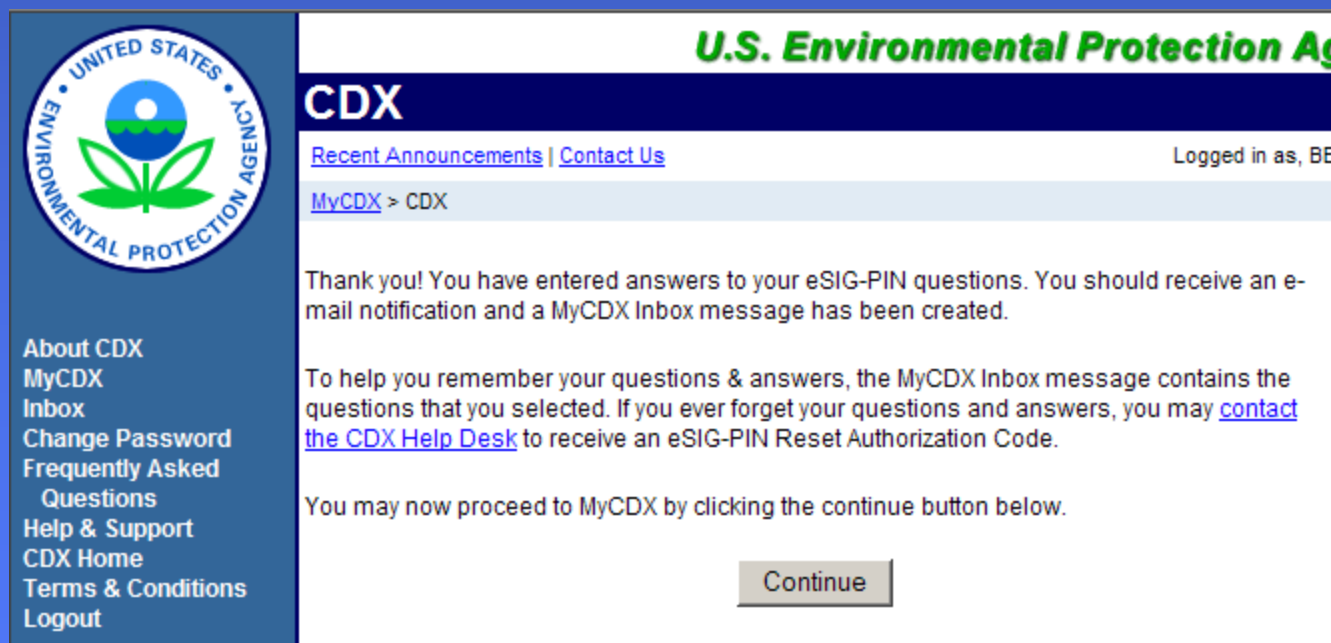
You are registered for a program that requires [eSignature PIN Verification](#). Please select exactly 5 questions. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

<input checked="" type="checkbox"/>	What is the first and middle name of your oldest sibling?	Answer: <input type="text" value="Anna Loise"/>
<input type="checkbox"/>	Who is your favorite author?	
<input checked="" type="checkbox"/>	What is your favorite pet's name?	Answer: <input type="text" value="Sparky"/>
<input checked="" type="checkbox"/>	Where did you graduate from high school?	Answer: <input type="text" value="Washington High"/>
<input type="checkbox"/>	What is the last name of your favorite teacher?	
<input checked="" type="checkbox"/>	What is your best friend's last name?	Answer: <input type="text" value="Patterson"/>
<input type="checkbox"/>	What is your favorite song?	
<input checked="" type="checkbox"/>	What was your high school's mascot?	Answer: <input type="text" value="Goundhog"/>
<input type="checkbox"/>	Who is your favorite all-time entertainer?	



CDX Registration Process

- You have successfully completed the security questions and are now ready to submit documents to EPA via CDX



The screenshot shows the U.S. Environmental Protection Agency's CDX (Central Data eXchange) registration completion page. On the left is a sidebar with the EPA logo and a list of links: About CDX, MyCDX, Inbox, Change Password, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area has a header with the EPA logo and the text "U.S. Environmental Protection Agency" and "CDX". Below the header are links for "Recent Announcements" and "Contact Us", and a status "Logged in as, BE". A breadcrumb trail shows "MyCDX > CDX". The main text area contains a confirmation message: "Thank you! You have entered answers to your eSIG-PIN questions. You should receive an e-mail notification and a MyCDX Inbox message has been created." It also provides instructions on how to retrieve questions and answers via the "CDX Help Desk" and a "Continue" button at the bottom.

U.S. Environmental Protection Agency

CDX

[Recent Announcements](#) | [Contact Us](#) Logged in as, BE

[MyCDX](#) > CDX

Thank you! You have entered answers to your eSIG-PIN questions. You should receive an e-mail notification and a MyCDX Inbox message has been created.

To help you remember your questions & answers, the MyCDX Inbox message contains the questions that you selected. If you ever forget your questions and answers, you may [contact the CDX Help Desk](#) to receive an eSIG-PIN Reset Authorization Code.

You may now proceed to MyCDX by clicking the continue button below.

[Continue](#)



CDX Registration Process

- E-Mail received after answering the security questions

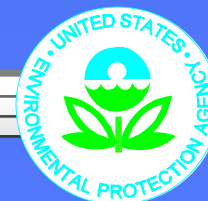
You have provided answers to 5 eSIG-PIN questions on 1/7/2010 1:55:11 PM for the CDX account, BETTYBLUE.

A MyCDX Inbox message has been created that contains the questions that you selected. However, for your protection, your answers are not provided. If you ever forget your questions or answers, you may contact the CDX Help Desk to receive an eSIG-PIN Reset Authorization Code.

If you did not provide eSIG-PIN questions and answers, please contact the CDX Help Desk at (888) 890-1995 and alert them of a possible security breach of your account.

CDX Homepage: <http://test.epacdx.net>

United States Environmental Protection Agency
Central Data Exchange
A New Paradigm for Environmental Reporting.



CDX Registration Process

- Download link is now available for the e-PMN software (with encryption)

[About CDX](#)
[MyCDX](#)
[Inbox](#)
[Change Password](#)
[Frequently Asked Questions](#)
[Help & Support](#)
[CDX Home](#)
[Terms & Conditions](#)
[Logout](#)

Central Data Exchange - MyCDX

Welcome, Ms. Betty Blue

Last Login: January 7, 2010
Registered Since: January 7, 2010
Recertification Date: January 7, 2010

CDX Registration Status: Active

You have 4 new messages in your [Inbox](#)

[Change System Password](#)[Edit Personal Information](#)[Edit Current Account Profiles](#)[Add New Employer Profile](#)

Available Account Profiles:

- [TSCA: eTSCA Client Download and View Support Registrants](#)

You are in an encrypted secure session.



What's Next?

- Check your CDX inbox
- Check your registration status
- Add another role (e.g., be a Support Registrant for another Company)
- View the status of an Authorized Official's Support Registrants
- Reset your password
- Modify company profile information
- Add another company to your profile
- Add another program



Check your CDX Inbox

- The CDX Inbox is found in the middle of the MyCDX site.

About CDX
MyCDX
Inbox
Change Password
Frequently Asked
Questions
Help & Support
CDX Home
Terms & Conditions
Logout

Central Data Exchange - MyCDX

Welcome,
Ms. Betty Blue

Last Login: January 7, 2010
Registered Since: January 7, 2010
Recertification Date: January 7, 2010

CDX Registration Status: Active

You have 4 new messages in your [Inbox](#)

[Change System Password](#)

[Edit Personal Information](#)

[Edit Current Account Profiles](#)

[Add New Employer Profile](#)

Available Account Profiles:

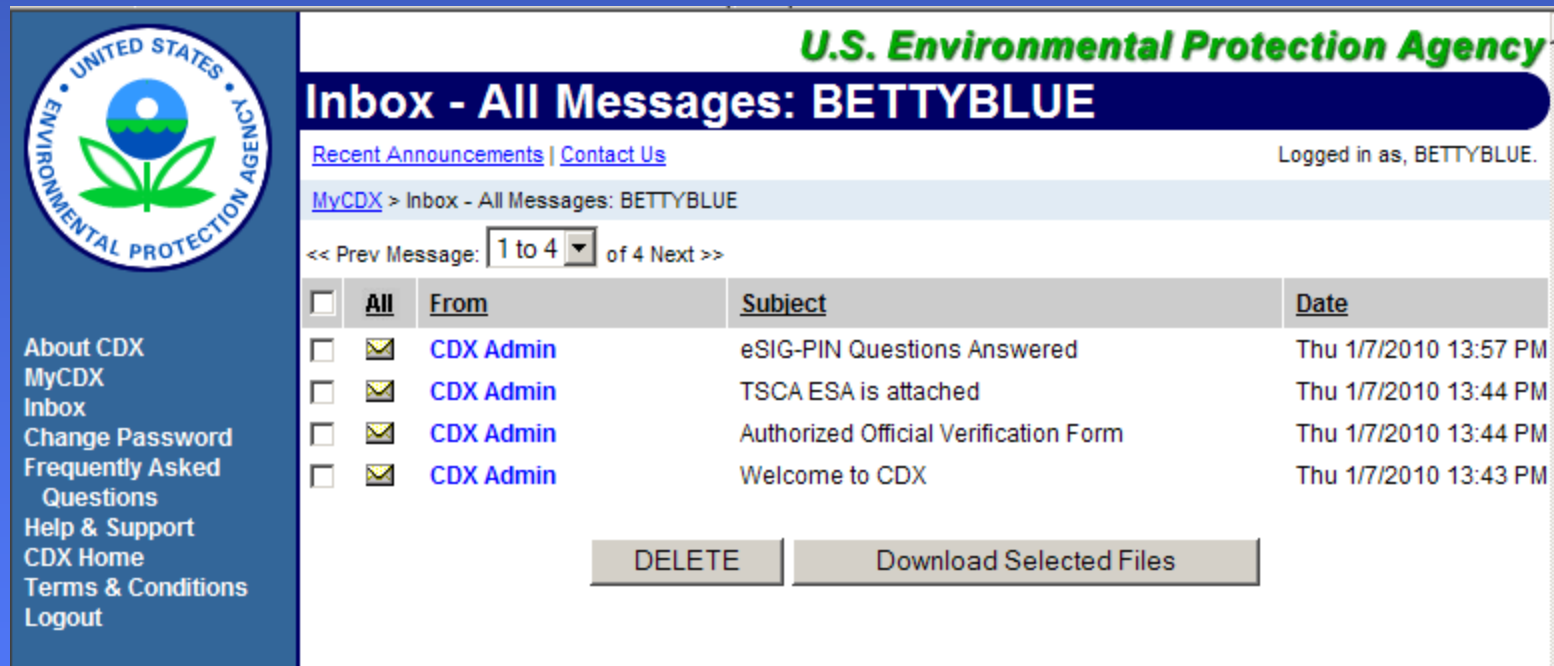
- [TSCA: eTSCA Client Download and View Support Registrants](#)

You are in an encrypted secure session.



Check your CDX Inbox

- The CDX Inbox of a new account



The screenshot shows the U.S. Environmental Protection Agency's CDX (Chemical Data Exchange) web interface. The header includes the EPA logo and the text "U.S. Environmental Protection Agency". The main heading is "Inbox - All Messages: BETTYBLUE". Below this, there are links for "Recent Announcements" and "Contact Us", and a status "Logged in as, BETTYBLUE.". A navigation bar shows "MyCDX > Inbox - All Messages: BETTYBLUE". A message list is displayed with columns for selection, status, from, subject, and date. The list contains four messages from "CDX Admin" dated 1/7/2010. At the bottom of the list are buttons for "DELETE" and "Download Selected Files". A sidebar on the left contains links for "About CDX", "MyCDX", "Inbox", "Change Password", "Frequently Asked Questions", "Help & Support", "CDX Home", "Terms & Conditions", and "Logout".

U.S. Environmental Protection Agency

Inbox - All Messages: BETTYBLUE

[Recent Announcements](#) | [Contact Us](#) Logged in as, BETTYBLUE.

[MyCDX](#) > Inbox - All Messages: BETTYBLUE

<< Prev Message: 1 to 4 of 4 Next >>

<input type="checkbox"/>	All	From	Subject	Date
<input type="checkbox"/>		CDX Admin	eSIG-PIN Questions Answered	Thu 1/7/2010 13:57 PM
<input type="checkbox"/>		CDX Admin	TSCA ESA is attached	Thu 1/7/2010 13:44 PM
<input type="checkbox"/>		CDX Admin	Authorized Official Verification Form	Thu 1/7/2010 13:44 PM
<input type="checkbox"/>		CDX Admin	Welcome to CDX	Thu 1/7/2010 13:43 PM

Left Sidebar:

- About CDX
- MyCDX
- Inbox
- Change Password
- Frequently Asked Questions
- Help & Support
- CDX Home
- Terms & Conditions
- Logout



Check your registration status

- To check your registration status, click “Edit Current Account Profiles”

About CDX
MyCDX
Inbox
Change Password
Frequently Asked Questions
Help & Support
CDX Home
Terms & Conditions
Logout

Central Data Exchange - MyCDX

Welcome,
Ms. Betty Blue

Last Login: January 7, 2010
Registered Since: January 7, 2010
Recertification Date: January 7, 2010

CDX Registration Status: Active

You have 4 new messages in your [Inbox](#)

[Change System Password](#)

[Edit Personal Information](#)

[Edit Current Account Profiles](#)

[Add New Employer Profile](#)

Available Account Profiles:

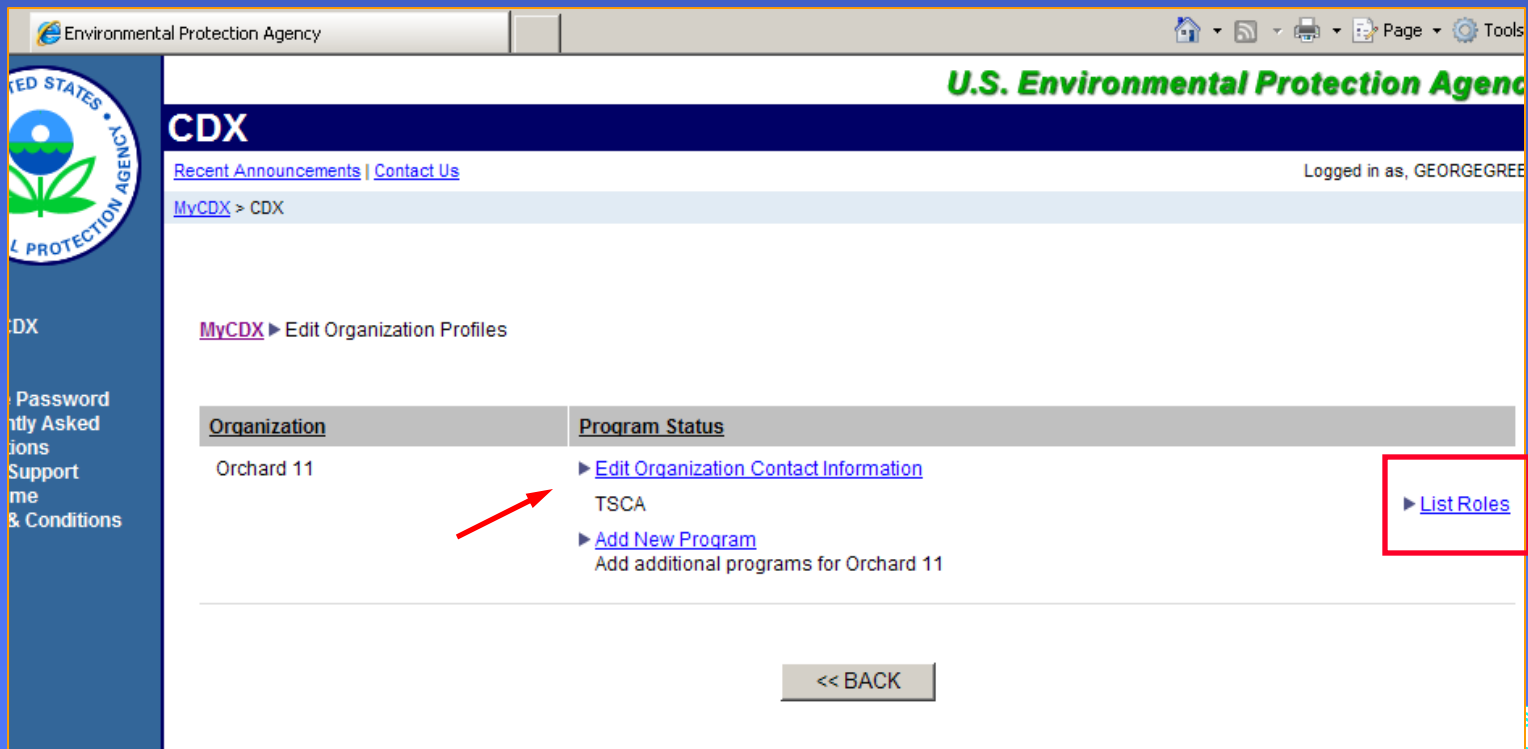
- [TSCA: eTSCA Client Download and View Support Registrants](#)

You are in an encrypted secure session.



Check your registration status

- To view your roles, click “List Roles”. From here you can see your roles and their status.



The screenshot shows the U.S. Environmental Protection Agency CDX portal. The header includes the EPA logo and the text "U.S. Environmental Protection Agency". The main content area displays "CDX" and "MyCDX > CDX". A table lists organizations and their program statuses. The "List Roles" link is highlighted with a red box, and a red arrow points to the "Add New Program" link.

Organization	Program Status
Orchard 11	Edit Organization Contact Information TSCA Add New Program Add additional programs for Orchard 11

<< BACK



Check your registration status

- The account status for George Green is “Awaiting Approval”



Environmental Protection Agency

U.S. Environmental Protection Agency

Edit Organization Profiles

[Recent Announcements](#) | [Contact Us](#) Logged in as, GEORGE GREEN.

[MyCDX](#) > [Edit Organization Profiles](#) > List TSCA Roles

<u>TSCA Role</u>	<u>Role Status</u>	<u>ID Type</u>	<u>Program ID</u>	<u>Options</u>
A SUBMITTER	Awaiting Approval	Authorized Official	209950	Edit Deactivate

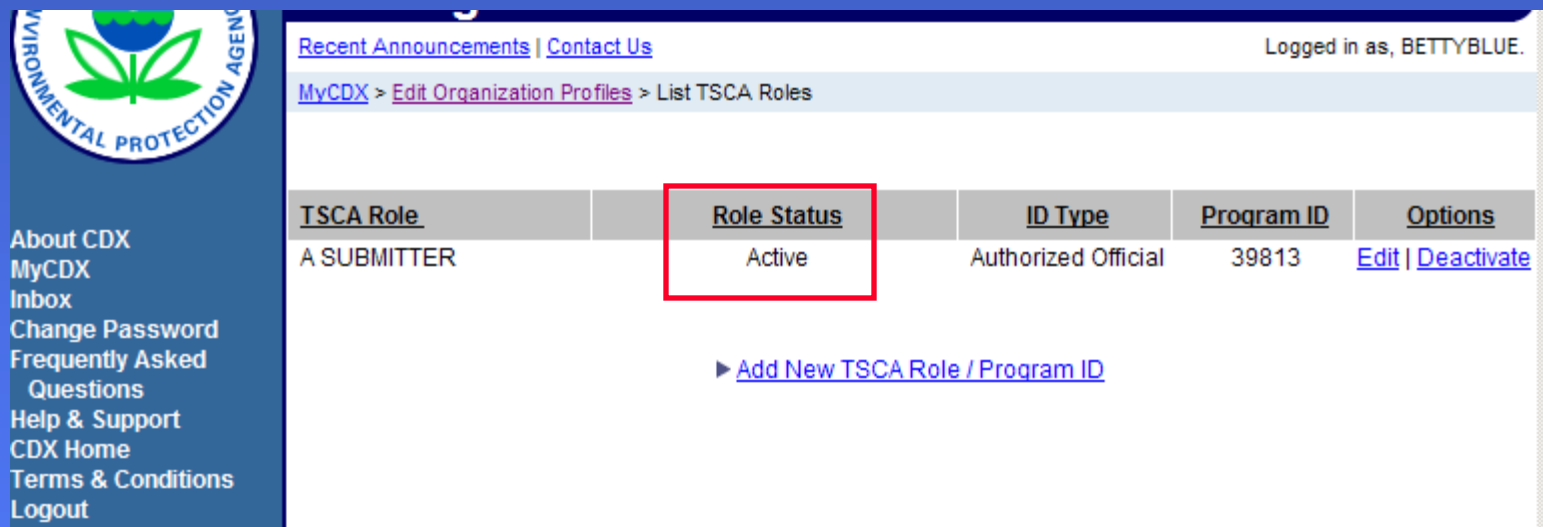
► [Add New TSCA Role / Program ID](#)

[About CDX](#)
[MyCDX](#)
[Inbox](#)
[Change Password](#)
[Frequently Asked Questions](#)
[Help & Support](#)
[CDX Home](#)
[Terms & Conditions](#)
[Logout](#)



Check your registration status

- The account status for Betty Blue is “Active”



The screenshot displays the MyCDX interface for the Environmental Protection Agency. On the left is a navigation menu with links: About CDX, MyCDX, Inbox, Change Password, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area shows a breadcrumb trail: [MyCDX](#) > [Edit Organization Profiles](#) > List TSCA Roles. At the top right, it says 'Logged in as, BETTYBLUE.' Below this is a table of TSCA Roles:

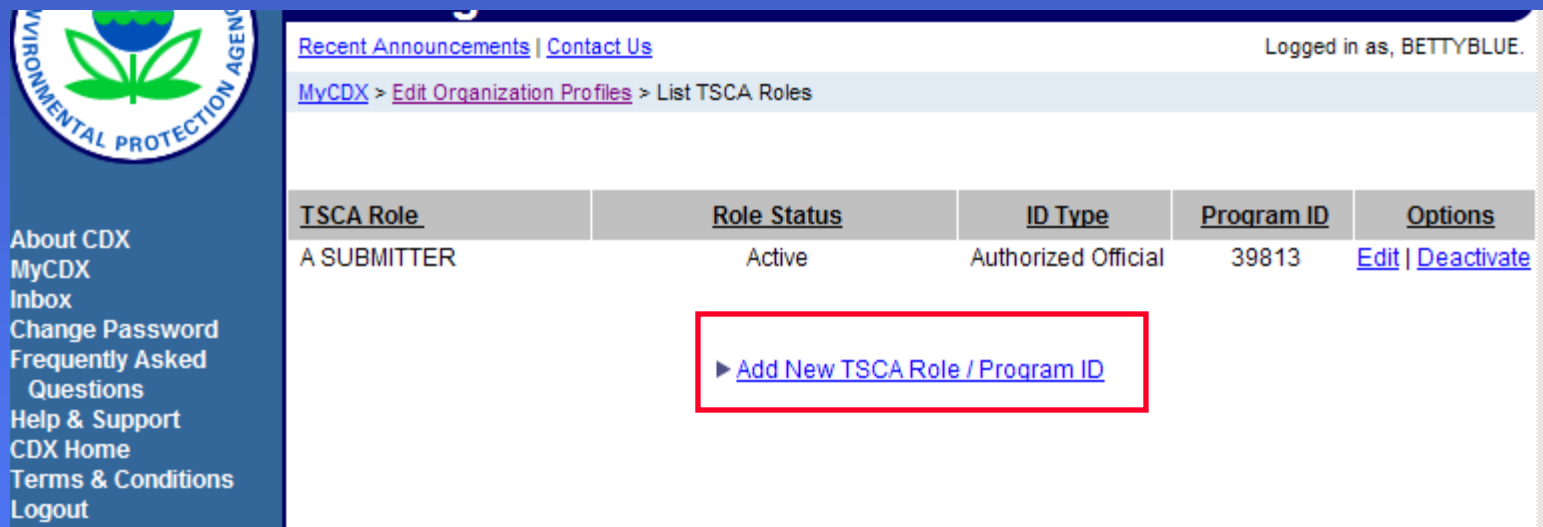
<u>TSCA Role</u>	<u>Role Status</u>	<u>ID Type</u>	<u>Program ID</u>	<u>Options</u>
A SUBMITTER	Active	Authorized Official	39813	Edit Deactivate

Below the table is a link: ▶ [Add New TSCA Role / Program ID](#)



Add another role

- Select “Add New TSCA Role/Program ID” in order to add another role (e.g., to add a Support Registrant role)



Recent Announcements | [Contact Us](#) Logged in as, BETTYBLUE.

[MyCDX](#) > [Edit Organization Profiles](#) > List TSCA Roles

<u>TSCA Role</u>	<u>Role Status</u>	<u>ID Type</u>	<u>Program ID</u>	<u>Options</u>
A SUBMITTER	Active	Authorized Official	39813	Edit Deactivate

► [Add New TSCA Role / Program ID](#)

Left Sidebar: About CDX, MyCDX, Inbox, Change Password, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions, Logout.



Add another role

- Select Support Registrant
- Enter N/A as the ID

Add Role

[Recent Announcements](#) | [Contact Us](#) Logged in

[MyCDX](#) > [Edit Organization Profiles](#) > Add TSCA Role

Add Program ID

Use the TAB key to move from field to field. * = REQUIRED FIELD

Role: A SUBMITTER *

Program ID Type: Support Registrant * ID: *

Submission Method: Authorized Official, Support Registrant

ADD CANCEL



Add another role

- Enter the User ID (their Login ID) for the Authorized Official for whom you will be submitting supporting documents

U.S. Environmental Protection Agency

Registration

[Recent Announcements](#) | [Contact Us](#)

Logged in as, GEO

[MyCDX](#) > Registration

CDX Registration: eTSCA Support Registrant

Use the TAB key to move from field to field. * = REQUIRED FIELD

Authorized Official's User ID: *

You are in an encrypted secure session.



Add another role

- If you did not enter the correct Login ID for the Authorized Official, you will see the error in red below.



The screenshot shows a web browser window with the title "eTSCA Registration Information: Environmental Protection Agency". The page header includes the U.S. Environmental Protection Agency logo and the text "U.S. Environmental Protection Agency". The main heading is "Registration". Below this, there are links for "Recent Announcements" and "Contact Us", and a status bar indicating "Logged in as, GEORGE GREEN". A breadcrumb trail shows "MyCDX > Registration". A red-bordered box highlights an error message: "User not found. It is possible that you have mistyped the user's ID. If so, please try again. If the Authorized Official hasn't registered and activated their role. Please contact the user and have them fully register before you complete your registration. If you continue to have problems, please [contact the CDX Help Desk](#)." Below the error message, there is a section titled "CDX Registration: eTSCA Support Registrant" with instructions: "Use the TAB key to move from field to field. * = REQUIRED FIELD". The "Authorized Official's User ID:" field contains the text "georgewhite" and is marked with a red asterisk. A "Next" button is located to the right of the field.

U.S. Environmental Protection Agency

Registration

[Recent Announcements](#) | [Contact Us](#) Logged in as, GEORGE GREEN.

[MyCDX](#) > Registration

User not found. It is possible that you have mistyped the user's ID. If so, please try again. If the Authorized Official hasn't registered and activated their role. Please contact the user and have them fully register before you complete your registration. If you continue to have problems, please [contact the CDX Help Desk](#).

CDX Registration: eTSCA Support Registrant

Use the TAB key to move from field to field. * = REQUIRED FIELD

Authorized Official's User ID: *



Add another role

- If you entered the Authorized Official's ID correctly, the system will ask for further verification.

CDX Registration: eTSCA Support Registrant

Use the TAB key to move from field to field. * = REQUIRED FIELD

Authorized Official:
George White (GEORGEWHITE)

Select the organization that you should be associated with:

☒ Organization: Rainbow
Address: 123 Magenta
Red
AL, 85569
Phone: 2025648589
Email: schechter.kathryn@epa.gov

Next



Add another role

- Each new role will require a Verification form



The screenshot shows the EPA MyCDX Registration page. On the left is a sidebar with the EPA logo and a list of links: About CDX, MyCDX, Inbox, Change Password, Frequently Asked Questions, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area has a dark blue header with the word "Registration" in white. Below the header are links for "Recent Announcements" and "Contact Us", and a status "Logged in as, BET". A breadcrumb trail shows "MyCDX > Registration". The main content area features a grey box with the title "CDX Registration: eTSCA Support Registrant". Below this, a text block states: "You must print, sign and mail a verification form into the EPA. Please click the button below to display the verification form in a pop-up window." At the bottom of the main content area is a button labeled "Create Form & Continue".

Registration

[Recent Announcements](#) | [Contact Us](#) Logged in as, BET

[MyCDX](#) > Registration

CDX Registration: eTSCA Support Registrant

You must print, sign and mail a verification form into the EPA. Please click the button below to display the verification form in a pop-up window.

Create Form & Continue



Add another role

- Print and sign the Verification form for a Support Registrant
- This form requires **TWO** signatures

AUTHORIZATION AND VERIFICATION FOR SECTION 5 NOTICE SUPPORT SUBMITTER BY COMPANY AUTHORIZING OFFICIAL

Authorized Official Signature

I am an authorizing official and an electronic signature holder in U.S. EPA's CDX for the organization listed below, and verify that the person identified as the electronic signature holder below is authorized to submit **only** supplemental PMN documents (i.e., all support documents except for a Letter of Support) on behalf of my organization.

CDX User ID:	GEORGEWHITE
Name of Authorized Official:	Mr. George White
Company Name:	Rainbow
Address:	123 Magenta
City, State, Zip:	Red, AL 85569
Signature	Date

Electronic Signature Holder for Submission of Supplemental Information

I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of the anticipated facts regarding the chemical substance(s) described therein. Any knowing and willful misrepresentation is subject to criminal penalty pursuant to 18USC 1001.

I also acknowledge that I am authorized to submit **only** supplemental PMN documents (i.e., all support documents except for a Letter of Support) on behalf of the organization listed above.

CDX User ID:	BETTYBLUE
Name of Electronic Signature Holder:	Ms. Betty Blue
Company Name:	Sad Inc



Add another role

- Under the “List Roles” view, the Support Registrant can view the associated Authorized Official

TSCA Role	Role Status	ID Type	Program ID	Options
A SUBMITTER	Active	Authorized Official	39813	Edit Deactivate
A SUBMITTER	Awaiting Approval	Support Registrant	38833	Edit Deactivate Req. Data

Environmental Protection Agency - Windows In...

https://test.epacdx.net/SSL/CDX/User_AdditionalInfo.aspx

Additional Registration Data

User: **Betty Blue (BETTYBLUE)**
Program: TSCA
Role: **Support Registrant (38833)**

Associated Authorized Official

CDX User ID: GEORGEWHITE
Email Address: schechter.kathryn@epa.gov
Name: George White
Organization: Rainbow
Telephone Number: 2025648589

[Close Window](#)



AO view their Support Registrants

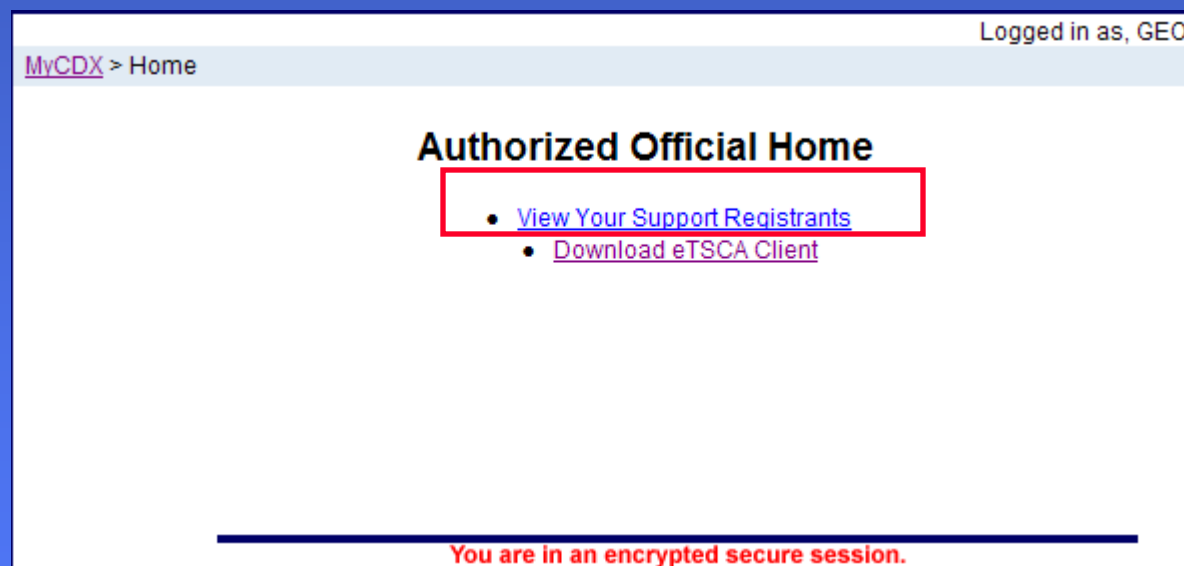
- Select “TSCA: eTSCA (e-PMN) Client Download and View Support Registrants” from MyCDX

Central Data Exchange - MyCDX			
Welcome, Mr. George White		Last Login:	December 8, 2009
		Registered Since:	August 10, 2009
		Recertification Date:	August 10, 2009
CDX Registration Status: Active			
You have 42 new messages in your Inbox			
Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile
Available Account Profiles:			
<ul style="list-style-type: none">• TSCA: eTSCA Client Download and View Support Registrants			
You are in an encrypted secure session.			



AO view their Support Registrants

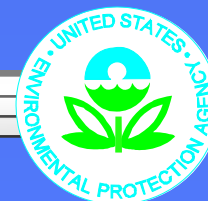
- Select to “View Your Support Registrants”



AO view their Support Registrants

- The status of the Support Registrant is found under their name and organization information

Support Registrants	
The support registrants associated with your account are shown below. They are grouped by your organizations in CDX:	
Organization: Rainbow	Support Registrants: Name: Betty Blue CDX User ID: BETTYBLUE Organization: Sad Inc. Address: 123 Teardrop Lane City, State, Zip: Duluth, GA 56698 Email Address: schechter.kathryn@epa.gov <div>Telephone: 2025648589 Status: Awaiting Verification Form (ESA received)</div>
Organization: Rainbow	Support Registrants: Name: Bob Blacksheep CDX User ID: BOBBBLACKSHEEP Organization: Woolies Address: 144 No Bags Way City, State, Zip: Tulsa, OK 78845



CDX Registration Process

➤ Final Notes

- Register early
- Send in proper documents
 - » *Signed and Notarized ESA – original, not a copy*
 - » *Signed Verification form – original, not a copy*
- Allow 5-10 business days for receipt and processing
- For assistance, contact the CDX Helpdesk at:
(888) 890-1995



Thank You!
Please send in Questions
via the Webinar portal

